

**Greenville Public Library Trustees Meeting
Via Conference Call
1-978-990-5084, password 8638025**

**February 11, 2021
4:00 p.m.
Minutes**

1. Call to Order: Vice President Cindy Catron called the meeting to order at 4:02 pm.
2. Roll Call of Members: Present: Cynthia Wiegand, Cindy Catron, Kayla Curry, Chance Vohlken, Mike Heath, Jane Wilhite, Dieadre Schaufelberger, and Judy Cox. Absent: Dale Martin. Also present: Director Jo Keillor, Head Librarian Christal Valentin, and Advocate reporter Steven Stilt. Conference record shows: P. Elmore.
3. Public Comments: There were none.
4. Approval of Minutes:
 - a. Approval of January 14, 2021 Board Meeting Minutes: Cynthia Wiegand motioned to approve the January 14, 2021 Board meeting minutes. Judy Cox seconded the motion. Voting to approve: Cynthia Wiegand, Cindy Catron, Chance Vohlken, Judy Cox, Mike Heath, Kayla Curry, Jane Wilhite, Dieadre Schaufelberger. None opposed. Motion approved 8-0.
 - b. Approval of January 2021 Bills as Presented: Jo Keillor presented the January 2021 bills. She pointed out the bills for playaways that will be reimbursed by the Back to Books grant and the bill for Penworthy for children's books purchased with Pauline Arends memorial money. She also pointed out two deposits in memory of Mary Hoiles. Jane Wilhite made a motion to approve the January 2021 bills. Judy Cox seconded the motion. Voting to approve: Cynthia Wiegand, Cindy Catron, Chance Vohlken, Judy Cox, Mike Heath, Kayla Curry, Jane Wilhite, Dieadre Schaufelberger. None opposed. Motion approved 8-0.
5. Finance Report: Jo Keillor explained that the matured CD with Parkway Bank was rolled over into an FNB regular CD due to a higher interest rate. The original CD was purchased for \$180,000.00 and the interest had been put into the Prem. Gov. #117 account (along with the other outsourced CDs). FNB took the interest (\$2,970.00) from that account and added it to the \$180,000. So the new CD was purchased for that combined amount.
 - a. Cash/Investments Report
 - b. Endowment Report
6. Director's Report

- A. Library Long Term Goals/Projects/Discussion: Jo Keillor reported she has been working on budget for next year. She anticipates expenditures will be very similar to this year's. Jo Keillor has researched options for Summer Reading Program funding. Hiring an online presenter is cost prohibitive. Other ideas would be a virtual trivia night, a pie auction, or a grill. Jo Keillor was asked to develop the virtual trivia night idea to occur in April. She reported that curbside delivery is going well. Citing numbers, trends, and recommendations, she recommended that the library continue to be a leader in the community in the area of best practices during a pandemic and hold off on opening the building until employees complete the vaccine series in six weeks. Jo Keillor reported that the next Story Walk will be the end of March – first full week of April. She expressed appreciation to the Kingsbury Park District and the KRP program for their cooperation. Jo Keillor will begin weekly preschool story times again at the beginning of April and run through the end of May.
- B. Board Member Terms of Office: Jo Keillor reminded board members whose terms expire 4/30/21 to communicate their desire to remain on the board. Kayla Curry and Jane Wilhite plan to continue.
- C. Statements of Economic Interest: Jo Keillor reminded board members to complete the Statements of Economic Interest that were mailed to them and return them in a timely manner either to the city office or the County Clerk.

7. Head Librarian's Report: Christal Valentin reported that all of the adult craft kits were claimed and well received. She stated that patrons checking out materials on Friday will receive a Valentine treat bag. Christal Valentin reported that the Library prints blank tax forms for patrons every year. She will give the final totals of forms printed at the May board meeting. Christal Valentin reported that the annual periodical withdrawal will be postponed until we open up. She reported on the progress of the juvenile inventory which has proven to be a bigger project than expected.

8. Committee Reports

- A. Library Materials Report: the committee submitted requests.
- B. Finance Report: the committee did not meet.
- D. Publicity Report: Jo Keillor continues to write articles for the Advocate, make announcements on WGEL, and post on Facebook.
- E. Personnel and Policy Report: the committee did not meet.
- F. Building and Grounds Report: the committee did not meet.

9. Unfinished Business: There was no old business discussed.

10. New Business: The board expressed appreciation that the article in the Advocate was well written and factual. The board discussed the letter to the editor in the February 9, 2021, edition of the Greenville Advocate. Cynthia Wiegand relayed that a patron contacted her with questions and she referred the questions to Jo Keillor who wrote an answer that was well received. The board then asked Jo Keillor to draft a letter to the editor from the board in response. She will submit it to the board for final approval. Cynthia Wiegand thanked Jo Keillor and Christal for painting a wall in the young adult room. Cynthia Wiegand also told the board that there are items in the genealogy room that do not work and need to go. Jo Keillor will contact the Bond County Genealogical Society to determine to whom the items belong.

Next Board Meeting —**Thursday, March 11, 2021, 4:00 p.m.**

11. Adjourn: Jane Wilhite made a motion to adjourn. Cynthia Wiegand seconded the motion. Voting to approve: Cynthia Wiegand, Cindy Catron, Chance Vohlken, Judy Cox, Mike Heath, Kayla Curry, Jane Wilhite, and Dieadre Schaufelberger. Approved 8-0. The meeting adjourned at 4:49 pm.